

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Medical Facilities Engineer Supervisor

Class Code: 40823

A. Purpose:

Supervises health care facility, plan approval, construction review, and inspection process to ensure compliance with Life Safety Code standards and state regulations and that facilities are designed, operated, and maintained for the health and safety of the occupants.

B. Distinguishing Feature:

Medical Facilities Engineer Supervisor supervises Medical Facilities Engineers, participates in facility inspections, inspects construction sites, and evaluates equivalent alternatives to code compliance, reviews contract documents, and initiates licensure/certification of a facility. Medical Facilities Engineer conducts construction plan reviews, inspects construction activities, and completes facility inspections as an engineer.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
2. Directs the review of plans and specifications for the construction of health care facilities to ensure conformance with the Life Safety Code, administrative rules, and applicable standards prior to licensure and/or certification.
 - a. Reviews plan review documents prepared by subordinates.
 - b. Interprets state and federal construction and safety standards to facility administrators, architects, and engineers.
 - c. Reviews contract documents of health care facilities for compliance with applicable codes and standards.
 - d. Prepares plan review comments for sponsors, architects, and engineers.
 - e. Identifies functional or safety standard modifications needed in contract documents.
 - f. Conducts on-site construction inspections.
 - g. Prepares reports on evaluations of conformance to codes, standards, and regulations.
 - h. Verifies the completion of construction projects.
 - i. Initiates the preparation of facility license.
3. Conducts Life Safety Code inspections of health care facilities to ensure compliance with state and federal regulations.
 - a. Contacts facility administrators and explains procedures and codes.
 - b. Conducts walk-through inspections of facilities.
 - c. Notes deficiencies or problems that can be corrected immediately.
 - d. Briefs facility administrators of inspection findings.
 - e. Prepares a written report of inspection findings.

- f. Reviews and approves facilities' plans for correction.
 - g. Contacts or inspects facilities to verify that facilities have corrected deficiencies.
 - h. Reviews Life Safety Code inspections done by engineers and surveyors.
- 4. Provides technical assistance to providers, communities, architects, engineers, and other agencies through workshops or on an individual basis to ensure they are provided with complete and accurate information.
 - 5. Prepares administrative rules and assists with rules revisions to reflect present standards and new construction practices while ensuring healthy and safe environments for the occupants of health care facilities.
 - 6. Reviews current life safety codes and standards for changes that have an impact on construction codes and standards.
 - 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to a program director and supervises Medical Facilities Engineers.

E. Challenges and Problems:

Challenged in maintaining health care facilities that are both functional and provide a safe environment. This is difficult because of constant changes in services, codes, standards, and construction practices and changes in survey and health care facility staff.

Typical problems include fire safety and construction code interpretations, reviewing existing buildings for possible functional improvements, and fire safety.

F. Decision-making Authority:

Determines conformance with fire codes; compliance with licensure and certification standards; the need for training, workshops, or seminars; fire and life safety issues; construction and code interpretation and alternative construction equivalencies; and proposed administrative rules for health care fire safety and function.

Decisions referred include license revocation or certification and final approval of administrative rules.

G. Contact with Others:

Daily contact with health facility administrators and physical plant engineers, architects, engineers, the public and other state and federal agencies regarding the licensing and certification processes, standards used, and interpretation of codes and standards.

H. Working Conditions:

The incumbent works in a typical office environment and must travel to complete construction and facility inspections.

I. Knowledge, Skills and Abilities:

Knowledge of:

- engineering principles and practices;
- effective methods of supervision;
- codes and standards pertinent to the construction of health care facilities;
- mechanical and electrical engineering.

Ability to:

- deal effectively with others;
- plan, organize, and assign work;
- read and interpret blue prints;
- understand and apply construction codes and standards.